



# Registrar

The Registrar is responsible for all aspects of member registrations at the Centre. They plan, supervise, and keep accurate records of all registrations.

## **Roles and Responsibilities:**

- Coordinate the conduct of registration day or days of the Centre in conjunction with other Committee members.
- Obtain and make available to people, by internet, registration forms for completion in accordance with LANSW rules.
- Receive each correctly completed registration form, accompanied by the fee and proof of age of all new members.
- Distribute Centre registration number and age patch to each child upon registration, and other material as required from time to time.
- Maintain a complete register of each junior and non-voting member, showing registration number, name, age group, date of birth, proof of age, plus any other detail deemed to be required by either LAANSW or the Centre.
- Ensure an updated register list is made available to the Officer for Results/Records.
- Respond to enquiries from existing or prospective members and their families in relation to registration with the Centre and LANSW in general.
- Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.
- Manage and monitor membership and trial registrations throughout the season via ReuSport registration system.
- Provide registration statistics updates at committee meetings.
- Provide detailed and ongoing communication, with the support of other committee members, to membership and come and try registrants.
- Attend weekly competition to:
  - Distribute registration packs to registered members.
  - Welcome and induct new families and Trial participants.